

NOTES & TIPS FOR USING PRISM

Before you begin, make sure you know what projects you are expected to be working on.

Remember to hit "Save":
Some information will be retained ONLY after you hit "save" at the bottom of the page you are working on.

A plan that has been named will be retained in the system:
To revise, edit, or continue work on a plan already in the system, click on "Edit plan" under **Planning** on the left side menu, after logging on.

Creating your Individual Plan of Work

To create your individual plan, you will provide information in (4) sections. To begin, log onto Prism and click on "create new plan" under the heading "Planning" on the left side menu. The (4) sections appear on the menu buttons on the left side menu: Name and Parents, Plan information, Outcomes and Inputs/Outputs. There is also a summary button for viewing plans. As you work through each section, be sure to hit "save" at the bottom of each page.

1) Name and Parents - In this section you establish your plan in the system by giving it a name and selecting the Project Plans that you will be working from. **The Project Plans that you will be working from are referred to as "Parent Plans."**

- For Individual Plans, use your own name for the Plan Name
- Individual plans are for 2 years (2008 and 2009)
- Plans marked as "practice" will only be visible to the person who created the plan
- You can continue to edit or add to all elements of your plan while it is in the *practice, draft, or pending approval* phase.

If you would like to designate time and describe outputs (activities) that are not related to work on specific projects, you should identify "Auxiliary Time" as one of your parents plans. There are three different categories (or projects) that are included under auxiliary time:

- 1) Integration with Colleges or Academic Departments
- 2) New Project Development
- 3) Service to Extension/Extension Administration

There are no pre-defined outputs for Auxiliary Time projects.

If you select these projects, you will need to define the outputs you will be working on (by clicking on "add new output") For all other projects you will select existing outputs from the parent plans. **(see #4 below for more detailed guidance)**

2) Plan Information – What situation and priorities will you be addressing this year? You can develop your own statement and/or import information from any or all parent plans you are working from. Click on the "choose/edit Situation & Priorities from parent plans" to import content from parent plans into your individual plan.

Progress toward outcomes is documented by selecting and measuring indicators

Auxiliary time projects do not require Outcomes or Indicators and have no pre-defined outputs

Inputs & Outputs must be entered separately for each of the projects you are working on.

3) Outcomes – Identify the outcomes you will be pursuing. Click on “Choose learning/action outcomes from parent plans.” A window will appear with the outcomes that were developed in the Project Plans that you are working on. Select only the action and learning outcomes that you will be documenting progress towards (1-3 outcomes for each project is recommended). **Progress towards outcomes is documented by selecting (and measuring) specific indicators.**

Indicators – Each outcome is associated with one or more indicators that were also developed in the Project Plans. To view available indicators, look to the box directly to the right of each outcome and click on “Select From Parents”. **Select those indicators that you will be responsible for measuring.** While it is possible to add new indicators, it is not currently recommended.

Auxiliary Time projects do not have (and do not require) Outcomes or Indicators

4) Inputs & Outputs - Outputs are the activities you do and the audiences you reach. Input is the number of days that are devoted to a set of activities. **Inputs and Outputs must be entered separately for each of the projects you are working on.**

Outputs:

First select the projects you will be working on. Once they are selected, projects will appear in a separate box on the main Inputs/Outputs page. To identify and define the outputs that will be in your individual plan, click on “Choose outputs from parent plans” in the box to the right of where each project is listed. A window will appear that lists the outputs that were developed for that project.

Select the outputs you will be working on and click the “Submit” button. Click the link under the output labeled “Edit/My contribution”. This will take you to the “Add/Edit Output” page where you can identify your own contribution to this output.

The top of the “Add/Edit Output” page shows the number of outputs that was identified in the Project Plan. Enter the number outputs YOU are planning to do for each year of your individual plan.

Primary Audience - Choose the participant type from the drop-down list. You are able to describe your audience(s) in greater detail in the text box below. The default number of audiences is (2), however you can leave the second audience blank, or add additional audiences related to this Output once you have submitting this form by clicking “Add another audience” from the main inputs/outputs page.

[Suggestions for
Auxiliary Time
Delivery Method](#)

- Administration
- Committee
- Student Supervision
- Needs Assessment
- Proposal/Grant Development
- Teaching Guest Lecture

[A Help Manual](#) is available at all times and can be accessed via the gray bar at the top right of each page.

[Click Here](#) for additional planning and reporting resources posted on the UMEExt website

How Many Participate? - How many individuals do YOU anticipate reaching for each year of your plan? Enter the number in this box.

Audience Location(s) - Select locations by highlighting and hitting the > button. You can select multiple counties/locations by holding the Ctrl key while highlighting. In addition to specific counties you can also select Statewide, US Regional/Multi-State, National, International and UMass Campus.

Participant Description - Enter any additional information describing the participants who will be involved.

Outputs for Auxiliary Time

If you include Auxiliary Time projects in your individual plan, you must define your own outputs (rather than selecting from a pre-defined list).

From the main Inputs/Outputs page, select one (or more) of the "Auxiliary Time" projects (Integration with Colleges or Academic Departments, New Project Development, Service to Extension/Extension Administration). Click on "Add new output" in the box to the right of the "Auxiliary Time" project. This will take you to the "Add/Edit Output" page.

Output Name - In the text box at the top of the page enter a name for this output that is brief but descriptive.

Delivery Method - Choose a method from the drop-down list. It may be hard to find an appropriate delivery method for some Auxiliary Time outputs. Some of the original outputs may fit (e.g. Direct - Facilitated Meeting) and some additional suggestions appear in the top left margin of this document.

The remaining fields can be completed in the same manner as outputs selected from parent plans (detailed above), however many Auxiliary Time outputs may simply require a name and a delivery method. Complete other fields (# of outputs, audiences reached, locations, etc...) to the extent they make sense for each defined output.

Inputs: Inputs are the number of work days that are invested. Inputs should be entered separately for each of the projects in your individual plan. To enter inputs, click on "Add input" in the box to the right of each project on the Inputs/Outputs page."

For individual plans, enter the # of days you will devote to this project. Depending on your employment designation, you should enter days as Faculty Days, Professional Extension staff days, or Technicians/ Para-professionals days. **The other categories of inputs you see on the page (Student, Volunteers, Clerical Staff) are identified in the Project Plans and are not currently relevant for individual planning.**